

# **ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Program Name:** Vocational Rehabilitation (VR)

**Policy Number:** VR-1.3-v2

**Effective Date:** July 1, 2008

**Last Revision:** September 30, 2021

**CHAPTER 1:** Introduction

**Section 1.3:** Personnel Standards

## **I. Policy Statement**

This policy outlines the guidelines regarding the personnel standards for Vocational Rehabilitation Counselor and Program Supervisors who provide direct client services.

VR is committed to maintain a comprehensive system of personnel development and recruit and employ qualified rehabilitation personnel.

## **II. Authority**

Authority for policies contained in this document includes the following:

- Workforce Innovation and Opportunity Act (WIOA), 29 U.S.C. § 3101 et seq.
- Title IV Amendments to the Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- State Vocational Rehabilitation Services Program, 34 C.F.R. § Comprehensive system of personnel development 361.18
- A.R.S. §§ 23-502 and 503
- DES/VR Personnel System Employee Handbook

## **III. Applicability**

This applies to VR staff who provide direct client services.

## **IV. Standards**

- A. VR staff must abide by the most current Code of Ethics of the Commission on Rehabilitation Counselor Certification (CRCC).
- B. VR staff must sign and abide by the performance expectations of the RSA Staff Expectations form.
- C. VR staff must conduct the functions of a qualified vocational rehabilitation counselor as identified in 34 CFR 361.18 (c)(ii)(A) and (c)(ii)(B).

- D. VR staff employed as Vocational Rehabilitation Counselors with signatory authority (or approval authority) must meet the following minimum criteria:
  - 1. Possess a Masters' degree in Rehabilitation Counseling or another field approved by VR,
  - 2. Have a minimum of one year of experience working with individuals with disabilities, and
  - 3. Successfully complete all DES/RSA required trainings.
- E. VR staff employed as Vocational Rehabilitation Supervisors must meet the same criteria for Vocational Rehabilitation Counselors as listed in (D)(1-3) in this section and have a minimum of one year supervisory or management experience.
- F. Vocational Rehabilitation Counselors and Program Supervisors who do not meet the criteria as listed in this section must obtain review and signature approval from their upline supervisor for the following functions:
  - 1. Decision of an applicant's eligibility status for the VR program,
  - 2. Decision of the significance of an applicant's disability,
  - 3. Approval of all Individualized Plans for Employment (IPE) and subsequent amendments, and
  - 4. Decision to close a case.
- G. Approval authority allows the VR Counselor to perform the non-delegable functions of a qualified rehabilitation professional and authorize most VR goods and services without obtaining prior written approval from a program supervisor or other approving official.

**V. Procedure**

- A. VR Counselors and Program Supervisor must provide documentation supporting their credentials upon hire or upon attainment of credentials.
- B. Refer to Standard Work-Sign Off.

**VI. Documentation Requirements**

Refer to ADOA Human Resources for documentation requirements.